




MURRUMBA
STATE SECONDARY
COLLEGE

Welcome to Compass

A guide for parents and families



Our school uses **Compass**
as our Parent Portal

What does Compass do for me?

Using Compass allows you to access up-to-date and meaningful information about our school and your child's progress. Compass includes many different features, including the ability to:

- Monitor your child's attendance, and enter an explanation for absence or lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Download and view your child's progress and semester reports
- Book parent-teacher conferences

Our school will advise parents when each of these features becomes available for parent use.

Accessing Compass

Compass is a web-based system that is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps. Search for 'Compass School Manager' in the store.

Every family receives a separate login to Compass, which will be provided to you by Murrumba State Secondary College. To access the parent portal, go to our school website and click the Compass link on the homepage.

<http://murrumbassc-qld.compass.education>

Alternatively, if you are having trouble finding the Compass link you can go to <http://schools.compass.edu.au> where you can search for and find our school's direct URL.



Logging in to Compass

To log in you will require your unique family username and password. These details will be provided to you by Murrumba State Secondary College.

Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by our school for SMS, password recovery and email communication throughout the year.

If you have lost your details or forgotten your password, you can recover your details by clicking the 'Can't access your account?' link on the front page.

Please note: This booklet provides an overview of key features within Compass, our school may not have yet enabled all of these modules at this time.

The Compass home screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

School Calendar

View details of upcoming events, your child's timetable and other relevant school-wide activities.

Your children

Provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks.

To access more information click on the relevant quick link or select Profile to access detailed information about your child.

The screenshot shows the Compass home screen. At the top is a dark blue navigation bar with icons for home, calendar, edit, grid, and user profile. The user is identified as 'Mr Sirius BLACK'. The main content area is white and features the 'Compass' logo and the Hogwarts crest. The heading reads 'Welcome to the Hogwarts P-12 Portal'. Below this is a message: 'Use the links listed for each of your children to explore the portal. Please keep your mobile phone number and email address up to date (Tools > Update My Details). The school will use this to contact you regarding attendance, events, news and more.' A section for 'Harry POTTER' includes a profile picture and several quick links: 'Profile (Attendance, Schedule, Reports)', 'Send email to Harry's teachers', 'Add Attendance Note/Approval (Approved Absence/Late)', 'View Academic Reports', and 'Book Parent Teacher Interviews'. At the bottom of this section, there are two task notifications: '1 overdue learning task' and '1 learning task due in the next week'. The 'My News' section contains three items: 'Course Confirmation/School Payments' (with a link to proceed), 'Event Consent/Payment Required' (with a link for more information), and 'Attendance: Attendance Note/Approval Required' (with a link for more information). A 'Winners!' section congratulates the Quidditch Team and includes a photo of the team.

Main Menu

Allows you to access other Compass and school resources. The tools icon allows you to update your contact details and change your password.

Alerts

Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, surveys, student report availability and more.

News

Recent school news items and information relevant to you. This may include newsletters, details of upcoming events and much more.

Student Profile

Everything for your child, in one place.

The student profile can be accessed by clicking on your child's name from the home screen.

The student profile dashboard provides you with an overview of today's classes and activities, the ability to email your child's teachers, and a summary of teacher observations (Student Chronicle).

For more detailed information, including attendance, surveys and academic reports, navigate through the tabs along the top of the profile.

The screenshot shows a user interface for a student profile. At the top, there is a navigation bar with icons for home, calendar, edit, grid, people, and star, and a user name 'Mr Sirius BLACK'. Below this, the student's name 'Student: Harry POTTER, 12A, Year 12' is displayed. A navigation menu includes tabs for Dashboard, Schedule, Learning Tasks, Attendance, Reports, Analytics, Assets, and Insights. The 'Dashboard' tab is active, showing a student profile card with a photo of Harry Potter, details (Male, 17 years, 5 months, born 01/01/2000), groups (GRYFFINDOR, 12A, Year 12), student IDs (SM10036, HARRY), and email (SM10036@compass.edu.au). Below the profile card is a schedule for Wednesday, 21 June 2017, with a table of classes: 8am (empty), 9am (8:50: 100ADA - 21 - LMA), 10am (9:51: 100ADA - 21 - LMA), 11am (11:12: 3 - PY033A - 18 - DUN), 12pm (12:13: 4 - PY033A - 18 - DUN), 1pm (empty), and 2pm (1:58: 5 - 12PTHB - 25 - GER and 1:58: TAF01BUILDING - JDLP). To the right is the 'Student Chronicle' section, which displays a list of entries made between 1/1/2017 and 31/12/2017. The entries include: 'Confiscation' (Recorded by Severus SNAPE - DUN, 0) with item type 'Mobile Phone' and a score of -10; 'General Attitude/Behaviour Observation Perpetrator' (Recorded by Minerva McGONAGALL - LMA, 0) with an overview of a broomstick altercation and a score of 0; and 'Recognition of a job well done' (Recorded by Dora TONKS - DEV, 0) with an overview of Harry's helpfulness and a score of +1.

Student: Harry POTTER, 12A, Year 12

Dashboard Schedule Learning Tasks Attendance Reports Analytics Assets Insights

Student: Harry POTTER

Details: Male - 17 years, 5 months (01/01/2000)
Groups: GRYFFINDOR, 12A, Year 12
Student IDs: SM10036, HARRY
Email: SM10036@compass.edu.au

Email Add

Wednesday, 21 June 2017

8am	
9am	8:50: 100ADA - 21 - LMA
10am	9:51: 100ADA - 21 - LMA
11am	11:12: 3 - PY033A - 18 - DUN
12pm	12:13: 4 - PY033A - 18 - DUN
1pm	
2pm	1:58: 5 - 12PTHB - 25 - GER 1:58: TAF01BUILDING - JDLP

Student Chronicle

Date Filter: This Year

Displaying entries made between 1/1/2017 and 31/12/2017 for: All Categories

Confiscation
Recorded by Severus SNAPE - DUN, 0
Item Type: Mobile Phone
-10
Confiscation
Recorded May 31 at 02:30pm, Occurred May 31 at 02:28pm

General Attitude/Behaviour Observation Perpetrator
Recorded by Minerva McGONAGALL - LMA, 0
Overview: Harry and Ron were involved in a broomstick altercation. Ron has splinters, and Harry has a damaged wand. Hermione was a witness and indicated that Harry was flying too fast over the Quidditch field.
Attitude/Behaviour
Recorded May 12 at 11:53am, Occurred May 12 at 11:50am

Recognition of a job well done
Recorded by Dora TONKS - DEV, 0
+1
Overview: Harry was very helpful in class today, he was quick to add to class discussions and volunteered to assist with demonstrating the spellwork to his fellow students. He showed leadership and a sense of responsibility.
Positive Posts
Recorded Mar 1 at 02:35pm, Occurred Feb 28 at 11:00am

Attendance: Summary

Using Compass you can view up-to-the-second attendance information for your child.

To view your child's attendance, click on the Profile link on the home page and click the Attendance tab.

Notes/Approvals

This sub-tab provides a comprehensive list of attendance explanations for your child. From this tab you can also add absence notes (both past and future).

Unexplained

This sub-tab provides a list of all unexplained absences and lates from class. From this tab you can click to approve specific absences.

Student: Harry POTTER, 12A, Year 12

Dashboard Schedule Learning Tools **Attendance** Reports Analytics Assets Insights

Summary Notes/Approvals Unexplained Arrival/Departure Full Record

Daily Activities & Attendance

Currently Viewing: 12/05/2016

8:00 am 9:00 am 10:00 am 11:00 am 12:00 pm 1:00 pm 2:00 pm

Physics Unit 3 - NP Un-
Physics Unit 3 - Present
Math Methods Uni. - NP Un-
Math Methods Uni. - Present
History Revolution - NP Un-

Annual Half-Day Summary

Calendar Year: 2016

Attendance Summary

Subject	Class	Firm	In Class			Out of Class			Percentages				
			Present	Un- Appr	Total	NP	Un- Appr	Total	Class %	Active %	Att %		
English Unit 3	EN1010	12A	11	0	0	0	0	0	100	100	100		
History Discoveries	HI1030	12A	21	14	0	16	1	3	2	4	75	75	75
Math Methods Unit 3	MA1115A	12A	10	10	0	10	0	0	0	100	100	100	
Physics Unit 3	PH1035A	12A	19	7	0	1	0	3	1	4	67	67	67
Psychology Unit 3	PS1035A	12A	19	11	0	11	0	1	0	1	80	80	80
Science Pathways Y1 1	SP1149	12A	7	2	0	2	0	0	0	100	100	100	
History A	SI150A	12A	11	9	0	0	3	0	3	73	73	73	
Y1 1 General	11301	12A	1	1	0	1	0	0	0	100	100	100	
Livest		12A	2	3	0	0	0	2	2	0	0	0	

Daily Snapshot

Provides a quick snapshot of today's classes and your child's attendance marking.

Attendance Summary

Includes a summary of attendance in each class. For full details about a specific absence, click the appropriate number in the grid. For an explanation of a heading item, hover your mouse over the heading of interest.

When students are marked 'Not Present' in class this can sit in one of three different categories. These include:

NP SchI - Not present in class and is explained by a school related activity.

NP Parnt - Not present in class and is explained by a parent note.

NP Unap - Not present in class with no explanation entered.

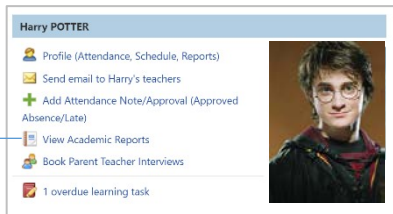
Viewing Academic Reports

1

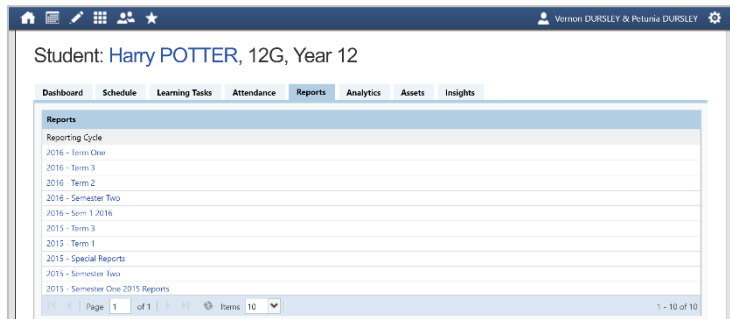
From the home screen, click on the 'View Academic Reports' item or navigate to the student profile and click the 'Reports' tab.

2

A list of Academic Reports will be displayed. Click the Report title to download the PDF to your device.



A screenshot of a student profile menu for Harry Potter. The menu is titled "Harry POTTER" and includes several options: "Profile (Attendance, Schedule, Reports)", "Send email to Harry's teachers", "Add Attendance Note/Approval (Approved Absence/Late)", "View Academic Reports", "Book Parent Teacher Interviews", and "1 overdue learning task". A blue line points from the "View Academic Reports" option to the main screenshot below.



A screenshot of the "Reports" tab in a student profile for Harry Potter, 12G, Year 12. The interface shows a list of reports under the heading "Reports". The list includes the following items:

Reporting Cycle
2016 - Term One
2016 - Term 3
2016 - Term 2
2016 - Semester Two
2016 - Sem 1 2016
2015 - Term 3
2015 - Term 1
2015 - Special Reports
2015 - Semester Two
2015 - Semester One 2015 Reports

At the bottom of the list, there is a pagination control showing "Page 1 of 1" and "Items 10". The bottom right corner of the screen displays "1 - 10 of 10".

Parent-Teacher Conferences

Using Compass you can book your parent-teacher conferences online.

1

On the home screen, beside the student you wish to make bookings for, click 'Book Parent Teacher Interviews'.



Harry POTTER

- Profile (Attendance, Schedule, Reports)
- Send email to Harry's teachers
- + Add Attendance Note/Approval (Approved Absence/Late)
- View Academic Reports
- Book Parent Teacher Interviews
- 1 overdue learning task

2

A list of parent-teacher interview cycles will be displayed along with their booking status. Click "My Bookings" on the relevant cycle.

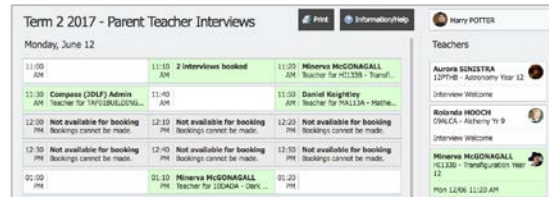


Conferences

Conference Cycles	
Cycle Name	
Term 2 2017 - Parent Teacher Interviews First Slot: Monday, June 12 2017 - 11:00 AM, Last Slot: Wednesday, June 21 2017 - 03:50 PM	My Bookings
Term 3 - Training Example First Slot: Thursday, June 22 2017 - 04:00 PM, Last Slot: Friday, June 23 2017 - 12:30 PM	My Bookings

3

Your booking sheet will be displayed and will show all available booking times. Click on a time in the grid to display teachers available for booking at that time, and then click the teacher's name to make your booking.



Term 2 2017 - Parent Teacher Interviews

Monday, June 12

11:00 AM	11:15 AM 2 Interviews booked	11:30 AM Minerva McGONAGALL Teacher for HCL338 - Transf...
11:30 AM Compass (DOLP) Admin Teacher for TAPU2BUELDGNG...	11:40 AM	11:50 AM Daniel Keightley Teacher for MAL13A - Mathe...
12:00 PM Not available for booking Bookings cannot be made.	12:10 PM Not available for booking Bookings cannot be made.	12:20 PM Not available for booking Bookings cannot be made.
12:30 PM Not available for booking Bookings cannot be made.	12:40 PM Not available for booking Bookings cannot be made.	12:50 PM Not available for booking Bookings cannot be made.
01:00 PM	01:10 PM Minerva McGONAGALL Teacher for 10DAGA - Clerk...	01:20 PM

Teachers

- Aurora SENSTRA
12PT8B - Astronomy Year 12
Interview Welcome
- Rolanda WOODCH
0ALCA - Ashery Yr 9
Interview Welcome
- Minerva McGONAGALL
HCL338 - Transfiguration Year 12
Mon 12/06 11:20 AM

Note: You can view a teacher's availability by clicking on the teacher's name on the right side of the booking page.

Privacy and Security

When you use Compass you will notice a padlock appears in your browser. This is because Compass uses a technology called SSL (Secure Sockets Layer). This means that your Compass session is encrypted and secure. Further, Compass adheres to PCI DSS compliance obligations to ensure any credit card details are managed safely, consistent with industry credit card regulations.

Please note: Any payments made online using Compass will appear on your credit card statement as COMPASSPAY.COM

We are committed to the privacy of your information. Full information on the Compass Privacy Policy can be found at <http://www.compass.edu.au/corporate/privacy>

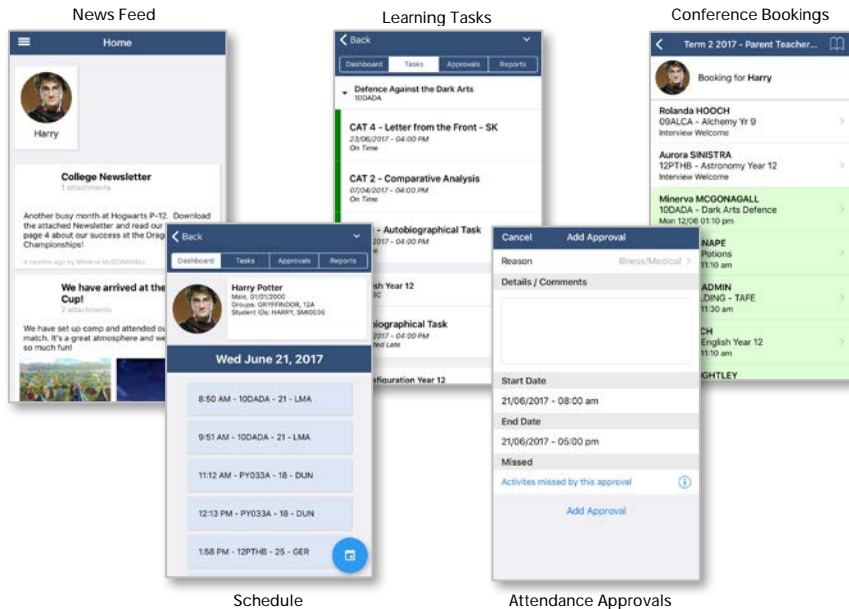


Compass Apps

You can download the Compass App on iOS and Android devices. Search for "Compass School Manager" in the store.

Using the App you can:

- View the School News Feed
- Receive Push Notifications
- View Schedules
- View Learning Tasks
- Book Conferences
- Add Attendance Notes / Approvals
- View Academic Reports



Compass Parent Introductory Booklet

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